

Regular Meeting

December 20, 2004  
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, December 20, at 12:53 p.m. with Priscilla Tyson and Grady Pettigrew in attendance.

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RE: *Presentation of the 2004 Commission Award for Customer Service and 2004 Commission Award for Peak Performance.*

Commission President Tyson presented Barb Hutton with the 2004 Commission Award for customer service. Barbara Crawford was unable to attend today's meeting, but President Tyson thanked her on the record and asked Executive Director McGrath to present the 2004 Commission Award for peak performance at the next staff meeting.

RE: *Review and approval of the minutes from the November 29, 2004, regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of the Pre-hearing Conferences.*

No pre-hearing conferences were submitted.

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RE: *Review and approval of the 2005 Civil Service Commission Meeting dates and Full Commission Hearing Schedule.*

The Commissioners approved the following dates for the 2005 Regular Meeting/Disciplinary Hearings:

January 31	July 25
February 28	August 29
March 28	September 26
April 25	October 31
May 23	November 28
June 27	December 19

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RE: *Request of the Civil Service Commission staff to amend Rule XI(C)(1) to eliminate any new probationary period requirement for non-probationary employees reemployed following a layoff.*

This item was deferred.

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RE: *Review of the Findings of Fact and Recommendation of the Hearing Officer for the Civil Service Commission Investigation on the distribution of the reading list for the 2004 Fire Promotional examinations.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported on the results of an investigation she conducted into allegations that the reading lists for the 2004 Fire Promotional examinations were not distributed in a timely and appropriate fashion to all candidates.

The findings of fact and recommendation were that there was no indication that any of the test development SMEs violated the security agreements they executed regarding the Fire Promotional examinations. However three key recommendations were made:

1. Technical conference participants should be required to sign security agreements.

2. The Civil Service Commission should publish the reading lists on our website as soon as the I.A.F.F. has approved the test plan.
3. Without endorsing any particular retailer, the Civil Service Commission should publish a list of retailers, both local and online, which stock the books appearing on the reading lists.

A motion was made, seconded and passed unanimously to adopt the recommendations made by the hearing officer.

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RE: *Review of the Findings of Fact and Recommendation of the Hearing Officer for the Civil Service Commission Investigation regarding alleged violations of the subject matter expert agreement for the 2004 Fire Promotional examinations.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported on the results of an investigation she conducted regarding alleged violations of the Subject Matter Expert Agreement for the 2004 Fire Promotional examinations.

The findings of fact and recommendation were that no improper conduct occurred and that the agreement was not violated. Therefore, it was recommended that the investigation be terminated.

A motion was made, seconded and passed unanimously to adopt the recommendations made by the hearing officer.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on November 19, 2004: Malkahn N. Miller vs. Columbus Public Schools, Appeal No. 03-BA-0026.*

After reviewing the report from the Hearing Officer, the Commissioners approved the recommendation to modify the action of the Columbus Public Schools from terminating Kenneth J. Hayes from the position of Custodian II to assessing a 30-day suspension.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on November 30, 2004: Calvin Barnett vs. Columbus Public Schools, Appeal No. 04-BA-0011.*

After reviewing the report from the Hearing Officer, the Commissioners approved the recommendation that it has no jurisdiction to reverse the action of the appointing authority in discharging Calvin Barnett from the position of Custodian II with the Columbus Public Schools.

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RE: *Columbus Public Schools Classification Actions.*

No classification actions from Columbus Public Schools were submitted this month.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Business Systems Analyst (Class Code 0543), designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request to create a specification for the classification Business Systems Analyst to meet the needs of clients served by information technology professionals. Individuals assigned to this classification would have the skills to conduct enterprise system analysis, utilize the IT environment and to provide workable and cost efficient solutions to accommodate business needs.

The definition for this new classification was recommended to read, "Under direction, is responsible for analyzing business systems needs, and identifying and developing the required information technology solutions; performs related duties as required." The examples of work include responsibility for conducting business process analyses to determine the functional system and program specifications to meet the clients' requests and to be responsible for the development, implementation and modification of the business processes. The minimum qualifications include possession of a bachelor's degree and two years of experience. As with the majority of jobs in the IT field, this knowledge and experience can be acquired in a variety of combinations that may include education, experience and technical certification; therefore it was recommended that an additional four years experience may substitute for the required education on a year for year basis. The knowledge, skills and abilities section of the specification include considerable knowledge of the interaction among the varied areas of technology, expertise in business analysis needs assessment and operations organization. It was recommended that the examination type be designated as noncompetitive and that the probationary period be 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Information Systems Supervisor (Class Code 0582).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise the specification for the classification Information Systems Supervisor in accordance with the Commission's policy on reviewing all classifications every five years. This classification was created in 1999.

The definition needed revision in order to reflect that this classification has evolved into one where although the incumbents need the same core supervisory and management skills, their technical expertise differs significantly. It was recommended that the examples of work section of the specification be revised to include the varying expertise required of incumbents in this classification. No changes to the guidelines for class use were recommended. The revisions to the minimum qualifications were recommended so that when vacancies do occur, management can look for candidates with technical experience specific to the functional area where the vacancy exists. Minor revisions to the knowledge, skills and abilities were recommended. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification GIS Analyst (Class Code 0549).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise the specification for the classification GIS Analyst in accordance with the Commission's five year class review policy. This specification was created in 1999 and there is currently one incumbent employed by the Department of Technology.

There were no recommended changes to the definition or the examples of work sections of the specification. It was recommended that the minimum qualifications be revised so that a bachelor's degree in statistics is an acceptable requirement in lieu of the degree in geology. No revisions to the knowledge, skills and abilities, the noncompetitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification GIS Manager (Class Code 0243).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise the specification for the classification GIS Manager as part of the Commission's policy to review all classifications every five years; this classification was created in 1999. Currently, there are no incumbents serving in the classification.

When this classification was created, responsibility for a citywide geographical information system was assigned to the Department of Technology. As the use and importance of GIS grew, it became necessary for the other departments using this technology to maintain, update and manage their own geographic information and databases, within the context of the citywide GIS. It was therefore recommended that the definition be revised to reflect the coordination necessary with the citywide GIS structure and to update the scope of the classification. Revisions to the examples of work were recommended to reflect the updated duties and responsibilities normally assigned to GIS Managers and their coordination of activities with the citywide geographical information system. No revisions to the minimum qualifications, knowledge, skills and abilities, 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to retitle the specification for the classification Engineering and Construction Operations Manager to read Street Maintenance Operations Manager and amend Rule XI accordingly (Class Code 3981).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request to retitle Engineering and Construction Operations Manager to read Street Maintenance Operations Manager in response to the Commission's objective to review all classifications every five years to ensure accuracy. This classification was last reviewed in June of 1999.

The propose retitlement is a result of the Public Service Department consolidating several divisions to comprise the current Transportation Division. Previously this classification was assigned to the Engineering and Construction Division; however, the work performed is within the Street Maintenance section and has no responsibility pertaining to engineering or construction. The Street Maintenance section is primarily responsible for street maintenance and therefore, it was recommended that the classification be retitled to read Street Maintenance Operations manager. No revisions to any other portions of the specification were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Gardener Supervisor (Class Code 3697).*

PRESENT: Don White, Personnel Analyst Supervisor

Donald White presented the Commission's request to revise the specification for the classification Gardener Supervisor as part of the Commission's efforts to review all classifications every five years; Gardener Supervisor was last reviewed in 1999. There are currently four incumbents in this classification.

Revisions to the definition were recommended in order to clarify and mirror the language used in the Gardener classification. Revisions to the examples of work were recommended for clarification. “Knowledge of supervisory practices and principles” was added to the knowledge, skills and abilities section of the specification. Revisions to the minimum qualifications were recommended in order to clarify the type of experience needed. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Gardener (Class Code 3696).*

PRESENT: Don White, Personnel Analyst Supervisor

Donald White presented the Commission’s request to revise the specification for the classification Gardener as part of the Commission’s efforts to review all classifications every five years; Gardener was last reviewed in 1999. There are currently six incumbents in this classification.

Revisions to the definition and examples of work were recommended in order to clarify the language. Revisions to the minimum qualifications were recommended in order to better clarify the type of experience needed. No revisions to the knowledge, skills, and abilities, the 270-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission to create the specification for the classification Operational Support Division Administrator (Class Code 0162), assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create a specification for a Division Administrator in the newly created Operational Support Division of the Department of Public Utilities. The objective of this new division is to support the other three divisions of the department by providing timely and accurate information related to the core business functions of the utility or daily operational decisions and long-term strategic planning.

By definition, the proposed Operational Support Division Administrator would be responsible for planning, coordinating, and directing the operations of the Division of Operational Support. The examples of work statements were developed based upon information provided by the department representatives. The proposed minimum requirements would require possession of a bachelor’s degree and five years of managerial experience in the design, installation, operation, maintenance or repair of a utility operation system. A proposed substitution would allow a master’s degree to be substituted for one year of the required experience. The knowledge, skills and abilities were developed to support the examples of work requirements for an incumbent in this classification. It was recommended that the examination type be designated as noncompetitive and that the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission to revise the specification for the classification Natural Resources Manager (Class Code 0083).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission’s request to approve the specification review for Natural Resources Manager in response to the Commission’s objective to review all

classifications at least every five years to ensure accuracy. This classification was last reviewed in May of 1999. There is currently one incumbent in this classification.

No revisions to the definition, minimum qualifications, knowledge, skills and abilities, 365-day probationary period or the noncompetitive examination designation were recommended. The only revisions recommended were to the examples of work section of the specification in order to better reflect the level and type of work currently performed by the Natural Resources Manager.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Office Assistant I (Class Code 0407).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Office Assistant I, which was created in December of 2003 as part of the clerical consolidation project. One phase of the project required interviewing the 410 individuals impacted by this project. Based on these reviews, additional revisions to this specification were proposed that would serve to provide a better overall description of the work performed at the office support level.

No revisions to the definition were recommended. The examples of work section of the specification was revised to include those duties most representative of the type and level of work typically performed by an Office Assistant I. A guidelines for class use was proposed that would provide more information and clarity as to when positions should be allocated to which level within the Office Assistant class series. No revisions to the minimum qualifications were recommended. The knowledge, skills and abilities section was revised to incorporate those important for successful job performance. No revisions to the competitive examination type or the 270-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Office Assistant II (Class Code 0408).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Office Assistant II, which was created in December 2003 as part of the clerical consolidation project. One phase of the project required interviewing the 410 individuals impacted by this project. Based on these reviews, some additional revisions to this specification were proposed that would serve to provide an overall better description of the work performed at the office support level.

No revisions to the definition were recommended. The examples of work section of the specification was revised to include those duties most representative of the type and level of work typically performed by the Office Assistant II. A guidelines for class use was proposed that would provide more information and clarity as to when positions should be allocated to which level within the Office Assistant class series. No revisions to the minimum qualifications were recommended. The knowledge, skills and abilities section was revised to incorporate those important for successful job performance. No revisions to the competitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Office Assistant III (Class Code 0409).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Office Assistant III, which was created in December 2003 as part of the clerical consolidation project. One phase of the project required interviewing the 410 individuals impacted by this project. Based on these reviews, some additional revisions to this specification were proposed that would serve to provide an overall better description of the work performed at the office support level.

No revisions to the definition were recommended. The examples of work section of the specification was revised to include those duties most representative of the type and level of work typically performed by the Office Assistant III. A guidelines for class use was proposed that would provide more information and clarity as to when positions should be allocated to which level within the Office Assistant class series. No revisions to the minimum qualifications were recommended. The knowledge, skills and abilities section was revised to incorporate those important for successful job performance. No revisions to the competitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification Office Support Clerk (Class Code 0406).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Office Support Clerk, which was created in December 2003 as part of the clerical consolidation project. One phase of the project required interviewing the 410 individuals impacted by this project and based on these reviews, some additional revisions to this specification were proposed that would serve to provide an overall better description of the work performed at the office support level.

The only proposed revision to the definition was to include "repetitive" in addition to routine clerical tasks. The examples of work section of the specification was revised to include those duties most representative of the type and level of work typically performed by the Office Support Clerk. A guidelines for class use was proposed that would provide more information and clarity as to when positions should be allocated to the Office Support Clerk classification. No revisions to the minimum qualifications were recommended. The knowledge, skills and abilities section was revised to incorporate those important for successful job performance. No revisions to the competitive examination type of the 180-day probationary period.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Payroll/Account Clerk, retitle it to read Payroll/Benefits Clerk and amend Rule XI accordingly (Class Code 0414).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request. As part of the clerical consolidation project, Commission staff recommended the creation of a Payroll/Account Clerk classification, which was approved in December of 2003. The next phase of the project involved interviews with each of 410 employees impacted by this project and, as a result, it was determined that the account clerk and payroll clerk duties were rarely combined. It was therefore recommended that the payroll/account clerk classification be revised to include only payroll and/or benefit responsibilities and be retitled to read Payroll/Benefits Clerk.

The definition was revised to delete reference to account clerk work and to include references to benefits related work. The examples of work section of the specification was revised to focus more on the payroll and benefits related duties and to delete any duty pertaining to

accounting clerical work. The experience requirement in the minimum qualifications section was increased to four years of general office experience and the knowledge, skills and abilities section was developed to include those important for successful job performance as a Payroll/Benefits Clerk. No changes to the competitive examination type or the 365 day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Fiscal Assistant I (Class Code 1232), designate the examination type as competitive, assign a 270-day probationary period and amend Rule XI accordingly.*

*Request of the Civil Service Commission staff to create the specification for the classification Fiscal Assistant II (Class Code 1233), designate the examination type as competitive, assign a 365-day probationary period and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

As part of the clerical consolidation project, Commission staff recommended the creation of a Payroll/Account Clerk classification, which was approved by the Commission in December of 2003. However, during the next phase (interviews with each of 410 employees impacted by this project) it was determined that the account clerk and payroll clerk duties were rarely combined and that two levels of accounting or fiscal assistant work were being done. It was therefore recommended that a Fiscal Assistant I and Fiscal Assistant II be created.

The definition for Fiscal Assistant I was written to indicate the incumbents in this classification would be responsible for performing general accounts receivables and/or accounts payable work. The examples of work section was developed to include duties most representative of the type and level of work typically performed by a Fiscal Assistant I. A guidelines for class use was proposed to provide more information and clarity to the departments as to when positions should be allocated to the Fiscal Assistant I classification. The minimum qualifications require completion of the twelfth school grade and two years of general office experience. A GED may be accepted in lieu of a high school diploma and college level coursework may substitute for some of the experience requirement. The knowledge, skills and abilities was developed to include those important for successful job performance as a Fiscal Assistant I. It was recommended that the examination type be designated as Competitive and that the probationary period be assigned 270 days.

The definition for Fiscal Assistant II was written to indicate that incumbents in this classification would be responsible for performing advanced level fiscal and accounting support functions. The example of work section of the specification was developed to include duties most representative of the type and level of work typically performed by a Fiscal Assistant II. A guidelines for class use was proposed to provide more information and clarity to the departments as to when positions should be allocated to the Fiscal Assistant II classification. The minimum qualifications require completion of the twelfth school grade and four years of general office experience. A GED may be accepted in lieu of a high school diploma and college level coursework may substitute for some of the experience requirement. The knowledge, skills and abilities were developed to include those important for successful job performance as a Fiscal Assistant II. It was recommended that the examination type be designated as Competitive and that the probationary period be assigned 365 days.

A motion to approve these requests was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews*  
*Mary Ann Shofter, Police Communications Technician.*

In the matter of Mary Ann Shofter, Police Communications Technician, the Commissioners reviewed the hearing officer's report and recommendation with regard to her compliance with the City's residency requirement. The Commissioners found that Ms. Shofter is not currently in compliance with the residency requirement, and as such, her payroll would not be certified as of January 2, 2005.



AFSCME 1632 representative Cynthia Johnson appeared before the Commissioners to speak on Ms. Shofter’s behalf. Ms. Johnson informed the Commissioners that she is in the process of purchasing a home in a compliant county and will be closing on that home on January 3, 2005. The Commissioners granted Ms. Johnson’s request that Ms. Shofter be given an extension to come into compliance and requested that Ms. Shofter submit a copy of her purchase agreement no later than Tuesday, December 28, 2004. In addition, the Commissioners requested that Ms. Shofter submit copies of her closing paperwork by January 4, 2005.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Personnel Transactions.*

*Request of the Civil Service Commission staff to reallocate designated positions to one of the several new or current classifications determined to be most appropriate as a result of the Clerical Consolidation Project and allow the affected incumbents to retain their classification seniority and status.*

In 2003, Commission staff began reviewing numerous classifications in the Administrative Support job family that were known to be problematic. The goal of this project was to put in place a classification structure that would reduce the overall number of classes, eliminate the duplication and overlap that caused much of the current misclassification, and establish a career path for current and future City employees. With the structure largely in place, the next step of the project was to look at each position to determine which of the new classes is most appropriate for the work performed. During 2004 meetings were scheduled with each employee and interviews were conducted via a structured interview format. Based on these interviews, a preliminary recommendation was made regarding which classification was most appropriate for the work performed. Subsequently, meetings were held with department representatives to review, discuss and finalize the classification determinations for those employees included in this project.

Commission staff therefore requested that the designated positions listed below be reallocated to one of several new or current classifications determined to be most appropriate as a result of information received from the employee and department representatives. It was further requested that the affected employees retain their classification seniority and status when reallocated to the new classification.

	<u>Employee Name</u>	<u>Proposed Classification Title</u>
1.	Ackerson, Amy S	Office Assistant I
2.	Alberts, Kathy	Office Assistant III
3.	Alfaro, Tania R	Office Assistant I
4.	Allen, Dawanna M	Office Assistant II
5.	Allen-Lee, Jacqueline	Office Assistant II
6.	Anderson, Sara Jean	Office Assistant II
7.	Arms, Michelle A	Office Assistant II
8.	Ashley, Debbie D	Office Assistant III
9.	Assan, Philomena E	Office Assistant II
10.	Bailey, Julia V	Office Assistant I
11.	Bailey, Sherry D	Office Assistant II
12.	Bainter, Erin E	Office Assistant I
13.	Baker, Susan M	Office Assistant III
14.	Banks, Christina A	Payroll/Benefits Clerk
15.	Barker, Phyllis R	Office Support Clerk
16.	Barnes, Patsy	Office Assistant I
17.	Bash, Lon A	Office Assistant I
18.	Bates, Debra R	Office Assistant II
19.	Beckman, Amber	Office Assistant III
20.	Beim, Judith S.	Office Assistant III
21.	Belcher, Bonita L	Office Assistant II
22.	Belmer, Candyce F.	Office Assistant I
23.	Bennett, Carole Sue	Office Assistant II
24.	Benson, Mary E.	Office Assistant II
25.	Berry, Beth A	Fiscal Assistant I
26.	Berry, Cynthia	Office Assistant I
27.	Bier, Deborah J	Office Assistant II

	<b><u>Employee Name</u></b>	<b><u>Proposed Classification Title</u></b>
28.	Blue, Christie Lynn	Payroll/Benefits Clerk
29.	Boerner, Mary Kay	Fiscal Assistant II
30.	Boeshansz, Tina I	Office Assistant I
31.	Botts, Arlene Y	Fiscal Assistant II
32.	Branham, Peggy J	Office Support Clerk
33.	Brent, Lenya A	Payroll/Benefits Clerk
34.	Brewer, Karen	Office Assistant II
35.	Brock, Denise A	Fiscal Assistant I
36.	Broom, Umeka L	Office Assistant III
37.	Brothers, Emilie E	Office Assistant II
38.	Brown, Beverly	Office Assistant II
39.	Brown, Harrison L	Auto Parts Keeper
40.	Browning, Lubina C	Office Assistant III
41.	Brunney, Anita	Office Assistant I
42.	Burchfield, Debra	Office Assistant III
43.	Burden, Christina K	Fiscal Assistant II
44.	Burdette, Maxine J	Office Assistant I
45.	Burke, Kathy A	Office Assistant II
46.	Burkey, Paula E	Fiscal Assistant II
47.	Burns, Christy L	Office Assistant I
48.	Burton, Lailure B	Office Assistant II
49.	Campbell, Kenyata N.	Office Assistant I
50.	Campbell, Kimberly Lorraine	Fiscal Assistant II
51.	Cao, Luong V	Office Support Clerk
52.	Carl, Jane M	Office Assistant II
53.	Carlisle, Carolyn A	Fiscal Assistant I
54.	Carruthers, Pamela	Office Assistant II
55.	Cash, Mary A	Office Assistant I
56.	Cave, Carol S	Office Assistant I
57.	Chaney, Sarah L	Office Assistant II
58.	Chappelear, Leslie Kay	Fiscal Assistant II
59.	Cheatom, Carolyn F	Office Assistant II
60.	Christensen, Geneva Ann	Fiscal Assistant II
61.	Clark (Fry), Amy Lee	Payroll/Benefits Clerk
62.	Clark, Darlene	Office Assistant I
63.	Clark, Tina L	Office Support Clerk
64.	Coats, Susan	Payroll/Benefits Clerk
65.	Coffman, Sandra C	Payroll/Benefits Clerk
66.	Cohen, Brenda Patterson	Payroll/Benefits Clerk
67.	Cole, Mary	Office Support Clerk
68.	Collymore, Leah C	Office Assistant I
69.	Colvin, Bruce L.	Payroll/Benefits Clerk
70.	Colvin, Marcella	Office Support Clerk
71.	Commedo-Clark, Deborah A	Office Assistant II
72.	Cook, Robin G	Fiscal Assistant II
73.	Cordle, Carolyn	Office Assistant III
74.	Coriell, Paul R	Office Assistant I
75.	Cossin, Holly I	Office Assistant I
76.	Cottrell, Beth A	Office Assistant II
77.	Cox, Rebecca	Payroll Specialist
78.	Craig-Sessoms, Carolyn L	Office Assistant II
79.	Creamer, Kelli S	Fiscal Assistant I
80.	Crego, Evelyn Kay	Payroll/Benefits Clerk
81.	Crook-Nelson, Phaedra	Office Assistant III
82.	Crump, Sonja R	Office Assistant I
83.	Curenton, Wannetta C	Office Assistant I
84.	Danter, Deborah J	Payroll/Benefits Clerk
85.	Darby, Lacinda L	Office Assistant III
86.	Daugherty, Laurie I.	Office Assistant I
87.	Davidson, Stelbern	Mail Specialist
88.	Davis, Brenda W	Fiscal Assistant II
89.	Davis, Cynthia	Office Assistant I
90.	Davis, Deborah A	Office Assistant I

	<b><u>Employee Name</u></b>	<b><u>Proposed Classification Title</u></b>
91.	Davis, Susette Marie	Office Assistant II
92.	Davis, Tracey L	Office Assistant III
93.	Dawson, Charlene K	Office Assistant III
94.	Delong, Polly A.	Fiscal Assistant I
95.	Denman, Marilyn L	Fiscal Assistant I
96.	Dicioccio, Marilyn J	Office Assistant III
97.	Diguilio, Cherri E	Office Assistant II
98.	Diller, Lisa L	Office Assistant III
99.	Dilley, Carol E	Office Assistant III
100.	Disalvo, Elaine D	Office Assistant I
101.	Disantis, Cathy J	Fiscal Assistant II
102.	Dodson, Kathie	Office Assistant II
103.	Dorn, Melissa S	Payroll/Benefits Clerk
104.	Douglas, Patricia Anne	Fiscal Assistant II
105.	Draughon, Reshonna L	Office Support Clerk
106.	Drumm, Nora M	Payroll/Benefits Clerk
107.	Dudley, Brenda Faye	Payroll/Benefits Clerk
108.	Eaken, Timothy L	Payroll/Benefits Clerk
109.	Eastman, Barbara A	Office Assistant III
110.	Eccles-Walker, Darsell	Office Support Clerk
111.	Edmondson, David C	Payroll/Benefits Clerk
112.	Evans, Larry H	Auto Parts Keeper
113.	Fast, Alice	Office Assistant I
114.	Fields Jr, Charles L	Office Assistant I
115.	Fisher, Lynne Ann	Office Assistant II
116.	Fitzgibbon, Thomas P	Mail Specialist
117.	Flannagan, Faren F	Office Assistant I
118.	Fleming, Kathleen	Office Assistant II
119.	Flynn, Charlotte Ann	Office Assistant I
120.	Foster, Jevette	Office Assistant I
121.	Fox, Laura L	Administrative Secretary
122.	Frame, Debra S	Office Assistant III
123.	Fruth, Cynthia M	Office Assistant I
124.	Gainer, Donna D	Office Assistant III
125.	Gaines, Tracy M	Fiscal Assistant I
126.	Garland, Donna M	Office Assistant I
127.	Garrett, Mandy S	Office Assistant I
128.	Gavin, Ciel A	Administrative Secretary
129.	George, Angela D	Office Assistant I
130.	Gill, Pamela K	Fiscal Assistant II
131.	Gilliam, Sabrina C	Office Assistant I
132.	Gillilan, Julie A	Office Assistant III
133.	Goddard, Carla D	Office Assistant III
134.	Good, Mary K	Office Assistant III
135.	Gorsuch, Kathryn E	Office Assistant II
136.	Grabner, Steven J	Office Assistant I
137.	Graves, Toni L	Office Assistant II
138.	Gray, Phyllis	Office Assistant II
139.	Halderman, Michele A	Office Assistant II
140.	Hall, Crystal D L	Fiscal Assistant II
141.	Hammer, Pamela	Office Assistant II
142.	Hampton, Glenda Ann	Office Support Clerk
143.	Handschumaker, Martha R	Fiscal Assistant II
144.	Hardin, Brandi	Office Assistant II
145.	Harris, Kay L	Office Assistant II
146.	Harvey, Rose Ann	Fiscal Assistant II
147.	Havens, Kristen	Office Assistant I
148.	Hayes, Joyce Ann	Office Assistant I
149.	Hayes, Vivian	Office Assistant II
150.	Haynes, Melodie A	Office Assistant I
151.	Haynes-Saunders, Denise	Fiscal Assistant II
152.	Heaggans, Amanda	Office Assistant II
153.	Helber, Laurel L	Office Assistant II

	<b><u>Employee Name</u></b>	<b><u>Proposed Classification Title</u></b>
154.	Helsel, Michael R	Office Support Clerk
155.	Helton, Nicole L	Office Assistant II
156.	Henderson, Alicia K	Office Assistant II
157.	Henderson-Thomas, Jennifer	Office Assistant II
158.	Henneberg, Tonya R	Office Assistant I
159.	Henrie, Rebecca L	Office Assistant I
160.	Herron, Pamela R	Payroll/Benefits Clerk
161.	Hetterscheidt, Kimberly A.	Office Assistant III
162.	Heuser, Karen L	Office Assistant I
163.	Hickman, Audrea E	Office Assistant III
164.	Hill, Cheryl J	Office Assistant II
165.	Hochuli, Suzanne R.	Office Assistant II
166.	Holbrook-Ross, Carla S	Office Assistant II
167.	Holliday, Jodelle	Office Assistant II
168.	Holloway, Tim A	Office Assistant II
169.	Holt, Henrietta R	Office Assistant I
170.	Holt, Ruth	Fiscal Assistant I
171.	Holzhauser, Suzanne E	Office Assistant II
172.	Hoover, Gloria J	Administrative Secretary
173.	Hopson, Tomeka M	Office Assistant III
174.	Hosack, Mary Louise	Office Assistant II
175.	Hudson, Jacqueline	Office Assistant II
176.	Hudson, Renee L	Office Assistant I
177.	Huffman, Sharon	Fiscal Assistant I
178.	Hundley, Tina A	Office Assistant II
179.	Hunt, Margene	Office Assistant I
180.	Husse, Jodelle P	Office Support Clerk
181.	Hutton, Barbara A	Office Assistant III
182.	Isaac, Linda L	Payroll/Benefits Clerk
183.	Ivers, Tara	Office Assistant I
184.	Jackson, Jackie Y	Mail Clerk
185.	Jackson, Jacqueline M	Office Assistant I
186.	Jacobs, Wendy E	Office Assistant III
187.	James, Vivian V	Fiscal Assistant II
188.	Jaynes, Jerry	Office Assistant I
189.	Jenkins, Deborah	Fiscal Assistant II
190.	Johnson, Christina	Office Assistant II
191.	Johnson, Cynthia D	Office Assistant II
192.	Johnson, Judith Ann	Office Assistant III
193.	Jones, Candace C.	Office Assistant I
194.	Jones, Darlene Y	Office Assistant I
195.	Jones, Janet L	Office Assistant II
196.	Kallay, Patricia L	Payroll/Benefits Clerk
197.	Kaur, Paramjit	Office Assistant II
198.	Kehlmier, Gregory D	Office Assistant II
199.	Kehlmier, Sandra K	Office Assistant III
200.	Kellermeyer, Jane	Office Assistant II
201.	Kelley, Freda	Office Assistant I
202.	Kelley, Shontreece N.	Office Assistant I
203.	Kelly Jr, Robert F	Office Assistant I
204.	Kendrick, Teena E	Office Assistant II
205.	Kensler, Melinda R	Office Assistant I
206.	Keplar, Karen M	Office Assistant II
207.	Kienle, Linda L	Office Assistant I
208.	King, Linda Sue	Office Assistant III
209.	Kitchen, Sharon K	Office Assistant III
210.	Kline, Linda H	Office Assistant III
211.	Knox, Alan L	Payroll/Benefits Clerk
212.	Krack, Teena M	Office Assistant III
213.	Lahr, Victoria R	Office Assistant I
214.	Laird, Melinda	Fiscal Assistant I
215.	Landers, William A	Mail Specialist
216.	Landoll, Lisa M	Office Assistant II

	<b><u>Employee Name</u></b>	<b><u>Proposed Classification Title</u></b>
217.	Lautenschuetz, Bonita	Administrative Secretary
218.	Lawson, Linda Kay	Office Assistant II
219.	Lawson, Theresa A	Office Assistant II
220.	Leedy, Charles R	Fiscal Assistant I
221.	Lewis, Tonia A	Office Support Clerk
222.	Leyes, Carolin	Fiscal Assistant II
223.	Lilley, Pamela S	Payroll/Benefits Clerk
224.	Lloyd, Donna J	Office Assistant I
225.	Lombardo, Catherine A	Office Assistant I
226.	Long, Kenya	Office Assistant I
227.	Loudermilk, Linda L	Office Assistant III
228.	Lucas, Caroline A	Administrative Secretary
229.	Lukacs, Margit	Office Assistant II
230.	Mackey, Connie M	Office Assistant I
231.	Mason, Terrance L	Mail Clerk
232.	Mays, Catherine F	Office Assistant II
233.	Mcclain, Peg N	Office Assistant II
234.	Mccoy, Gary	Mail Clerk
235.	Mcdonald, Douglas	Mail Clerk
236.	Mciver, Valinda M.	Office Assistant I
237.	Mckean, Debora L	Fiscal Assistant II
238.	Mcmurray, Molly M	Payroll/Benefits Clerk
239.	Mcsweeney, Daphne L	Office Manager
240.	Meadows, Clara M.	Office Assistant I
241.	Melfi, Margaret	Office Assistant II
242.	Melfi-Weiker, Cynthia	Fiscal Assistant II
243.	Merz, Stacy L.	Office Assistant III
244.	Miller, Diana L	Fiscal Assistant I
245.	Miller, Leesa L	Office Assistant I
246.	Mills, Cheryl I	Office Assistant II
247.	Mills, Shirley E	Office Assistant I
248.	Milton, Annette	Office Assistant I
249.	Miracle, Robert W	Fiscal Assistant I
250.	Mitchell, Johnny C	Payroll/Benefits Clerk
251.	Moore, Brenda Gail	Office Assistant II
252.	Moore, Delores J	Administrative Secretary
253.	Moore, Emma L	Fiscal Assistant I
254.	Moore, Sonya Y	Office Assistant II
255.	Moore, Teresa E	Office Assistant III
256.	Morton, Olivia D	Office Assistant I
257.	Mosley-Lee, Chocolate	Office Assistant II
258.	Moss, Sandra Carol	Office Assistant II
259.	Murdoch, Jill K	Office Assistant III
260.	Murphy, Karen H	Office Assistant III
261.	Myers, David R	Fiscal Assistant II
262.	Myers, Melanie S	Office Assistant II
263.	Napier, Rhonda J	Payroll/Benefits Clerk
264.	Nelson, Ryan M	Office Assistant I
265.	Nevel, Mary Dianne	Office Assistant I
266.	Nichols-Spires, Helen E	Office Assistant II
267.	Nixon, Judy A	Payroll/Benefits Clerk
268.	Njie, Nancy M.	Office Assistant I
269.	Odell, Cece	Office Assistant I
270.	Ogburn, Theresa L	Fiscal Assistant II
271.	Orders, Donna M	Office Assistant III
272.	Osborne, Christina A	Payroll/Benefits Clerk
273.	Page, Massie L	Office Assistant II
274.	Parker, Shadra M	Office Assistant I
275.	Patterson, Davida F	Office Assistant I
276.	Pauley, Sally M	Mail Specialist
277.	Payne, Deborah Sue	Office Assistant II
278.	Peoples, Sandra F	Office Assistant II
279.	Perrigo, Jennifer	Office Assistant I

	<b><u>Employee Name</u></b>	<b><u>Proposed Classification Title</u></b>
280.	Plair, Wanda F	Office Assistant I
281.	Poe, Andre J	Office Assistant I
282.	Poole, Margaret S	Office Assistant II
283.	Prather, Della J	Office Assistant II
284.	Price, Milton H	Office Assistant I
285.	Price, Patricia Ann	Office Assistant I
286.	Prince, Selena P	Office Assistant I
287.	Pryor, Mabel K	Office Assistant II
288.	Ranney, Wilma J	Office Assistant I
289.	Raphael, Mary E	Payroll Specialist
290.	Raven, Ruth H	Administrative Secretary
291.	Rawlings, Justina	Office Assistant II
292.	Reed, Diana Mary	Payroll/Benefits Clerk
293.	Reese, Anita	Office Assistant III
294.	Reese, Janice E	Fiscal Assistant I
295.	Reeves, Elizabeth	Office Assistant II
296.	Reggins, Licia R	Office Assistant I
297.	Regula, Mary L	Office Assistant I
298.	Rice, Barbara A	Office Assistant I
299.	Richards, Trena S	Office Assistant III
300.	Ricks, Shanisia	Office Support Clerk
301.	Riggs, Pamela	Office Assistant II
302.	Robinson, Lillian	Payroll/Benefits Clerk
303.	Rogers, Kelly K	Office Assistant I
304.	Rogers, Obieray	Office Assistant II
305.	Rose, Joyce Marie	Administrative Secretary
306.	Ruffin, Shirley Ann	Office Assistant I
307.	Sando, Cathy L	Fiscal Assistant I
308.	Scales, Myrtle L	Office Assistant I
309.	Schirtzinger, Lorraine S	Payroll/Benefits Clerk
310.	Schoch, Joyce Ann	Office Assistant I
311.	Schofield, Linda Lee	Office Assistant I
312.	Schroyer, Judith K	Office Assistant I
313.	Scislowski, Christine A	Office Assistant I
314.	Scoles, Sheron L	Office Assistant II
315.	Scott, Janette Marie	Office Assistant III
316.	Sells, Marilyn K	Fiscal Assistant II
317.	Sens, Sharon E	Office Assistant III
318.	Settle, Teresa M	Office Assistant III
319.	Seymour, Belle S	Office Assistant I
320.	Shaw, Stephanie L	Payroll/Benefits Clerk
321.	Shepherd, Judith L	Office Assistant III
322.	Shirey, Tess E	Office Assistant II
323.	Sipe, Rhonda J	Fiscal Assistant I
324.	Smith Jr, Nathan P	Office Assistant II
325.	Smith, Cheryl L	Office Assistant III
326.	Smith, Joanne P	Fiscal Assistant II
327.	Smith, Melissa S	Office Assistant I
328.	Smith, Sanyetta L	Office Support Clerk
329.	Smoot, Linda K	Office Assistant II
330.	Snelling, Jeanie L	Office Assistant III
331.	Snider, Melissa A	Fiscal Assistant II
332.	Sparks, Deanna D	Office Assistant II
333.	Spaulding, Patricia A	Fiscal Assistant II
334.	Speelman, Janet E	Office Assistant II
335.	Springer, Mark A	Office Manager
336.	Stanley, Erika J	Fiscal Assistant II
337.	Steed-Mounts, Robin L	Office Assistant II
338.	Steege, Terri L	Office Assistant II
339.	Steinbrook, Diana	Office Assistant I
340.	Steinbrook, Thomas H	Mail Clerk
341.	Stewart, Jacqueline L	Office Assistant I
342.	Stigger, Christine D.	Office Assistant I

	<b><u>Employee Name</u></b>	<b><u>Proposed Classification Title</u></b>
343.	Strausbaugh, Miriam	Office Assistant I
344.	Surratt, Deborah L	Office Assistant III
345.	Swank, Elaine C	Office Support Clerk
346.	Swartz, Karen J	Office Assistant I
347.	Szabo, Julie A	Office Support Clerk
348.	Taylor, Sandra G	Fiscal Assistant I
349.	Tennant, Linda Darlene	Office Assistant II
350.	Thomas, Shirley M	Office Assistant II
351.	Thompson, David A	Fiscal Assistant I
352.	Thompson, Stephanie L	Office Assistant III
353.	Thornton, Victoria L	Office Assistant I
354.	Tomi, Mary	Fiscal Assistant I
355.	Townsend Jr, Joseph O	Office Assistant I
356.	Turner, Marty T Mansfield	Payroll/Benefits Clerk
357.	Turner, Sheryl L	Office Assistant II
358.	Tyler, Micrita R	Office Assistant I
359.	Vanko, Michelle A	Office Assistant II
360.	Vawters, Brenda M	Office Assistant II
361.	Vawters, Kerri A	Office Support Clerk
362.	Verdine, Ann P	Office Assistant III
363.	Vicars, Donna K	Office Assistant I
364.	Waddell, Linda L	Payroll/Benefits Clerk
365.	Wade, Linda L	Payroll/Benefits Clerk
366.	Wade, Patricia	Payroll/Benefits Clerk
367.	Wade, Shena L	Office Assistant II
368.	Walker-Mullins, Patricia	Office Assistant I
369.	Wallace, Gloria J	Office Assistant I
370.	Walls, Martha E	Office Assistant I
371.	Walsh, Nancy	Office Assistant III
372.	Walton, Terri	Office Assistant I
373.	Watson, Robina Rochele	Office Assistant I
374.	Watts, Jill E	Office Assistant II
375.	Weather, Denise	Fiscal Assistant I
376.	Weilbacher, Amy E	Office Assistant I
377.	Weinman, Michael S	Management Analyst I
378.	Welch, Norma	Office Assistant II
379.	White, Carol Jean	Office Assistant I
380.	Wiley, Teresita	Office Assistant I
381.	Wilkinson, Sharon	Office Assistant III
382.	Williams, Carolyn L	Office Assistant I
383.	Williams, Lurranah A	Office Assistant I
384.	Williams, Mark S	Fiscal Assistant I
385.	Williams, Patricia A	Office Assistant II
386.	Williams, Robyn D	Office Assistant I
387.	Williams, Wanda M	Office Support Clerk
388.	Williams, Yvonne	Office Support Clerk
389.	Willoughby, Teresa	Fiscal Assistant II
390.	Wilson, Lisa L	Office Assistant I
391.	Wise, Mona S	Office Assistant I
392.	Wolfe, Elizabeth L	Fiscal Assistant I
393.	Wood, Brenda	Payroll/Benefits Clerk
394.	Woodfolk, Felicia	Mail Clerk
395.	Woods, Sharon Lynne	Office Assistant I
396.	Wright, Barbara Lisa	Payroll/Benefits Clerk
397.	Yantis, Patricia A	Fiscal Assistant I
398.	Yates, Tammy	Office Assistant II
399.	Yinger, Carla K	Fiscal Assistant I
400.	Young, Karen Jeanette	Office Support Clerk
401.	Young, Linda K	Office Assistant II
402.	Young, Teresa D	Fiscal Assistant I
403.	Yovan, Diana P	Office Assistant I
404.	Zacharia, Sheela	Office Assistant I
405.	Zeallear, Brenda F	Fiscal Assistant I

*Request of the Civil Service Commission staff to reallocate designated technology positions to the Technical Support Analyst (Class Code 0553) classification and to allow all affected incumbents to retain their current classification status and seniority.*

*Request of the Civil Service Commission staff to reallocate designated technology positions to the Desktop Support Technician (Class Code 0552) classification and to allow all affected incumbents to retain their current classification status and seniority.*

*Request of the Civil Service Commission staff to reallocate designated technology positions to the Systems Administrator (Class Code 0562) classification and to allow all affected incumbents to retain their current classification status and seniority.*

*Request of the Civil Service Commission staff to reallocate a position from Information Systems Analyst (Class Code 0548) to the classification Database Administrator (Class Code 0572) and to allow the affected incumbent to retain current classification status and seniority.*

*Request of the Civil Service Commission staff to reallocate a position from Senior Programmer Analyst (Class Code 0581) to the classification Senior Systems Administrator (Class Code 0563) and to allow the affected incumbent to retain current classification status and seniority.*

The consolidation of citywide technology functions within the Department of Technology (DoT) has resulted in a centralized technology structure which indicated a need for more specialized classifications to fit the work currently performed by DoT employees.

Prior to 2002, the majority of technology employees were hired as Senior Programmer Analysts. Incumbents in that classification might have been assigned duties and responsibilities not associated with programming but were necessary to the functioning of the organization. As new technology classifications were created, it became apparent that some of the employees within DoT were performing the duties and responsibilities assigned to the new classifications. Commission staff therefore, completed audits of incumbents in the Senior Programmer Analyst classification (Class Code 0581) as well as other positions within the department that met the criteria for incorporation into new and/or revised classifications.

Technical Support Analysts (Class Code 0553) are responsible for providing specialized support and resolution of problems related to the integrity, operability, and availability of the City's information systems and/or networks. Through position audits, the three Department of Technology employees listed below were identified as performing the work of Technical Support Analysts. The designated employees have performed this work for at least the past two years, meet the minimum qualifications for Technical Support Analysts, and have permanent status in their current classification. Therefore it was requested that the designated positions be reallocated to the Technical Support Analyst classification and that the affected employees retain their current classification status and seniority.

John Fiore  
Brett Slater  
Dave Linnaberry

Desktop Support Technicians (Class Code 0552) are responsible for providing specialized support and resolution of problems related to the integrity, operability, and availability of the City's information systems and/or networks. Through position audits, the three Department of Technology employees listed below were identified as performing the work of technical support analysts. The designated employees have performed this work for at least the past two years, meet the minimum qualifications for Desktop Support Technicians, and have permanent status in their current classification. Therefore it was requested that the designated positions be reallocated to the Desktop Support Technician classification and that the affected employees retain their current classification status and seniority.

Lee Keene  
Lee Shade  
Richard Strojny



Seven DoT employees listed below have been identified as performing the duties and responsibilities assigned to Systems Administrator (Class Code 0562). All of these employees have been performing this work longer than two years. The designated individuals meet the minimum qualifications of the Systems Administrator classification, and, having completed their probationary period, have permanent status in their current classification. Therefore, it was requested that the designated positions be reallocated to the Systems Administrator classification and the affected employees retain their current classification status and seniority.

Randall Applegate  
Henry Johnson  
Alex Kertsburd  
Peter Parady  
Burell Charity  
Reggie Haymond  
Brian Lenhart

One position within the Department of Technology should be reallocated to the newly created Senior Systems Administrator (Class Code 0563) classification. The Department of Technology employee listed below has been identified as performing the duties and responsibilities assigned to Senior System Administrator. This employee has been performing this work longer than two years. The designated individual meets the minimum qualifications of the Senior System Administrator classification, and, having completed the probationary period, has permanent status in the current classification. Therefore, it was requested that the designated position be reallocated to the Senior Systems Administrator classification and the affected employee retain her current classification status and seniority.

Elena Leontieva

One DoT employee listed below was identified as performing database administration work. This employee has been working with Oracle databases, and overseeing the administration of the databases associated with GIS, Civil Service and HDS. The employee has been performing this work for at least the past two years, meets the minimum qualifications for Database Administrator (Class Code 0572), and has permanent status in his current classification. Therefore it was requested that this position be reallocated to the Database Administrator classification and that the employee retain his current classification status and seniority.

Mark Dashevskiy

A motion to approve these fifteen reallocations was made, seconded, and passed unanimously.

\* \* \*

RE: *Administrative/Jurisdictional Reviews.*

*Appeal No. 04-BA-0023 - Review of the appeal of Kevin Abrigg regarding the rejection of his application for the Engineering Associate I examination.*

Mr. Abrigg filed an appeal regarding the rejection of his application for the Engineering Associate I examination based upon his belief that his experience as a machinist was not considered when the Commission made the determination that he did not meet the minimum qualifications for the exam. After his request for review was denied, it later became clear that these duties were related to the minimum qualifications for Engineering Associate I and should have been credited toward the minimum qualifications. Because this examination had no performance component and the Commission was able to re-administer it, Mr. Abrigg's appeal was granted and he will be rescheduled to take the examination.

*Appeal No. 04-BA-0024 - Review of the appeal of Gary L. Knapp regarding the denial of his request for ADA Accommodation for the 2004 Fire Promotional examination.*

Mr. Knapp filed an appeal based on the denial of his request for accommodation for the Fire Captain promotional exam. Mr. Knapp stated that he suffers from "attention deficit hyperactivity disorder" which affects him in several major life activities. The Commission has been advised by

the City Attorney's Office that this condition, if present, must substantially limit a major life function and the presence or absence of prescribed medication for a condition does not render it a qualified disability pursuant to the Americans with Disability Act. For this reason, the Commission decided to dismiss his appeal without a hearing.

In addition, Mr. Knapp raised issues concerning his request for alternative seating during the exam. If the request was denied, Mr. Knapp should have immediately raised the issue with a supervisor at the test site for prompt handling because the Commission has and does provide alternate seating for examinations.

*Appeal No. 04-BA-0025 - Review of the appeal of William Fitzpatrick regarding the denial of his request for ADA Accommodation for the 2004 Fire Promotional examination.*

Mr. Fitzpatrick filed an appeal based on the denial of his request for accommodation for the Fire Captain promotional exam. In his appeal, Mr. Fitzpatrick stated "ADD does substantially limit me in several major life functions." However, the Commission has been advised by the City Attorney's Office that his condition, if present, must substantially limit a major life function and since that did not appear to be the case, the Commission decided to dismiss his appeal without a hearing.

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The meeting adjourned at 1:47 p.m.

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Priscilla R. Tyson, Commission President

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February 25, 2005  
Date